

MEETING TITLE: CHILD CARE COORDINATING COMMITTEE/ FULL COMMITTEE

DATE: September 9, 2002

MEMBER ATTENDEES: Judith Gidley, Barbara Giachetti, Marcy Maki (Chair), Laurie Cornelius, Robin Boehler, Mari Offenbecher, Jim Thomas, Sherrie Cowan, Jean Bombardier, Deanna Houck, Robbin Dunn, Agda Burchard, Sherry Schleufer, Linda Tyner, Micaela Guberlet, Rachael Langen, Elizabeth Bonbright Thompson, Lorrie Grevstad, Liz Egge (staff), Gail Gosney, Tory Clarke Henderson, Mike Sheehan, Lynne Shanafelt, Angela Maxie, Mary Massey,

Guests: Sandy Gill, Lonnie Johns -Brown, Stephanie Howe, Melissa Jankauskas, Gretchen Stahr Breunig, Roger Long

ISSUES	DISCUSSION	DECISIONS	FOR ACTION
Introductions/ Review and Approval of Minutes	Minutes were reviewed for July and August. July minutes were approved with change to page 3 of 6 correcting to ebthompson@childcarenet.org. August minutes were reviewed. Robin Dunn moved to approve the minutes with corrections stated and Deanna Houck seconded the motion. The motion carried.		Liz will make the necessary corrections.
Membership	Barb Giachetti has two applications to bring to the Steering Committee for review. Discussion was held surrounding membership transportation reimbursement. Sherry Schleufer is sharing a membership position with Linda Tyner. Further clarification on the Family Child Care position will need to be done. Suggestion was made for a written policy to be added to the by-laws on the following: <ul style="list-style-type: none">• Travel Reimbursement• Shared Position	The CCCC approved the sharing of this position.	Liz will bring an updated membership list. Liz will send out a membership matrix to Agda and will keep Rachael in the loop. Liz will need to put this on the agenda for next month
DCCEL Update -Strategic Plan	DSHS has completed its five-year strategic plan. The plan can be viewed on the DSHS Budget website at http://www1.dshs.wa.gov/budget/ . The following four themes guide the strategic plan: <ul style="list-style-type: none">• Service Integration• Staff workforce development• Collaborative Partnerships• Improving infrastructure through technology The Economic Services Administration's goals include the following: <ul style="list-style-type: none">• Working in partnership with other state agencies, tribes, and communities.• Improving access to safe, dependable child care services that promote healthy child development and family self-sufficiency.• Continuing its success in improving the economic security of families and		

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-Budget	<p>children through child support services.</p> <ul style="list-style-type: none"> Finding new, more efficient ways of doing business and improving customer service through the strategic use of technology. Building and sustaining a working environment that can attract, develop and retain a well-qualified and diverse workgroup. 		
	<p>Operational Budget: The biggest piece of the budget is staffing. Last year DCCEL had 144.9 FTEs. This year we have an allotment of 136.5 FTEs. Six of which are with the Background Check Unit, which means there are actually only 130 FTEs. Twenty percent of the FTEs are at headquarters and eighty percent are in the field.</p> <p>Staff for the division manage the following:</p> <ul style="list-style-type: none"> Subsidy Program and Dollars CCDF Funds Quality Contracts Licensing activities and policies <p>Recent budget concerns made it necessary to cut 8 FTEs. In actuality, DCCEL cut 12 FTEs (6 from headquarters and 6 from the field). Cutting health surveyors was one option considered and it is looking like three health surveyor positions could be cut based on caseload and the best information DCCEL has drawn from a workload survey. In addition, a possible two clerical positions may need to be cut in the field. Three new field managers are looking at the numbers and what else can be done.</p> <p>DCCEL participated in a Governor's Budget exercise. This exercise called the Third, Third, Third Exercise was about the General Fund. Economic Services maintenance of effort was a priority.</p>		
-Stars Waivers	<p><u>STARS UPDATE:</u> A letter about STARS will go out on October 18th after the technology is done. A mass mailing will go to 30,000 providers with a personal ID password so providers can access the registry to check on their personal information.</p> <p>Stars Policy: A waiver process was set up to waive the 20-Hour BASIC Guidebook training initially. Licensors do not waive the 10-hour STARS requirement.</p> <p>The following issues were discussed:</p> <ul style="list-style-type: none"> Lynda Tyner reported a provider who had moved and had to take STARS 20-Hour BASIC Guidebook twice. Barb Giachetti reported a family provider that had Center STARS 20-Hour BASIC Guidebook and needed to take Family Home STARS training. Lynda Tyner expressed that there should be no waiver for the 10-hour training. Elizabeth Bonbright Thompson stated the video is excellent to fulfill the requirement. 		<p>Rachael will get the training issue clarified.</p> <p>Anyone who hears about a 10-hour waiver should discuss it with Judy Serquinia. Her email address is: serqujd@dshs.wa.gov</p>

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-Staffing/FTEs	<p>There is a projected caseload increase of 13% for the 2003-2005 biennium.</p> <p>Rachael reviewed the re-organization and Reduction in Force (RIF) that the Division of Child Care and Early Learning is currently going through.</p> <p>The Division is re-organizing from seven (7) to three (3) Regional Managers. The Regional Managers will become Field Managers and will be organized as follows:</p> <ul style="list-style-type: none"> • Regions 1 and 2 - Karri Livingston • Regions 3, 4A and 4B - Judy Matthias • Regions 5 and 6 - Linda Kalinowski <p>There will be 12 additional supervisors for closer interactions with the field. A new Quality Assurance Unit is being created. Laura Dallison will lead the unit. The following DCCEL staff will make up the unit:</p> <ul style="list-style-type: none"> • Marge Johnson • Leslie Edwards-Hill • Sally Reigel, and • Rachael Blacke will do clerical support. 		
-Staffing the CCCC	<p><u>Staffing the CCCC:</u> The latest plan is to have an Administrative Support Staff person take over staff to the CCCC position. The RIF (Reduction in Force) has slowed down the process. If that doesn't work out DCCEL will go back to analyzing the budget and contracting the staff position out.</p>		
-WAC Process	<p>There has been some concern about the WAC re-write process and DCCEL not being open to input. Three concerns were addressed:</p> <ol style="list-style-type: none"> 1. Presentation was not in strike-out 2. Timing/direct in terms of feedback 3. Feedback 		DCCEL will try to clarify electronically. It would be helpful to have a one-page synopsis of the major policy changes.
-Website	<p>Roger Long previewed the DCCEL website with linkage to the Child Care Coordinating Committee website. Before this website become live, it will undergo a webmaster review and a look and feel review to make sure it conforms to DSHS standards. Then within the next few weeks an email will go out with the new email address.</p> <p>Roger will be responsible for updating the site and keeping it fresh or current.</p>		<p>Comments can be made to Roger Long at: Longrv@dshs.wa.gov.</p> <p>Roger Long will put a button on the website that can be clicked to make comment on the website.</p>

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Election of CCCC Chair and Vice Chair	Nineteen voting members were present enabling a quorum to take place. Voting was unanimous electing Agda Burchard as Chair of the Child Care Coordinating Committee and Robbin Dunn as Vice Chair.		
Child Care Works for Washington	<p>A copy of the Child Care Works for Washington Position Paper dated August 12, 2002 was provided and discussed.</p> <p>CCDF reauthorization is not finalized yet. Organizations are sending letters to Senators Murray and Cantwell. Members are requested to actively promote reauthorization. Information was distributed to enable members to get involved through meeting with their legislator, as well as what to say. A legislative response form was provided.</p>		
AGENCY AND SUBCOMMITTEE REPORTS			
Department of Revenue	<p>Jim Thomas provided the following information:</p> <ul style="list-style-type: none"> • Nothing of significance regarding child care. • State Revenues are pretty flat. • On Friday, September 6, the State Revenue Forecast Group met. • The consensus is that the current recession recovery will extend for the next 18 to 21 months. Economic impact growth won't pick up significantly until mid calendar year 2004. 		
Employment Security	Information was provided on " Workforce Explorer " which is a website for labor market information for the State of Washington. Within this site you can find economic information to help you make informed decisions whether you are an employer or job seeker, a student or an economic analyst.	Mary encouraged the committee to learn about the features by taking a tour of the website at the following site: WorkforceExplorer.com	
Inclusive Child Care Subcommittee	<p>Inclusive Child Care Subcommittee met in August and it was felt that perhaps they were meeting to often. Beginning in October the subcommittee will begin meeting every other month (Sept 13, Nov 8, Jan 10).</p> <p>A handout was provided titled "Promoting Mental Health Through Child Care and Mental Health Linkages".</p> <p>There will be a joint meeting with the Health and Safety Subcommittee on September 13, 2002.</p> <p>The next meeting will be held November 8, 2002, from 9:30am to 2:30pm in Kent at the DCFS building. A presentation will be made on state and national respite care efforts.</p>	Inclusive Subcommittee recommended that Sherrie Cowan continue to fill the Special Needs position.	Lunch reservation should go through Tory Clarke Henderson at the following email address: toryh.cted.wa.gov .

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Systems Subcommittee	<p>Involvement in Systems Subcommittee is growing. A meeting was held on August 21st that included a brainstorming session to continue to shape reorganization of the CCCC that would create a more efficient and effective organization.</p> <p>The Head Start State Collaboration Project is funding the hiring of a consultant to facilitate the reorganization process. Rachael Langen, Sangree Froehlicher, Laura Porter, Robin Boehler, Robbin Dunn, Agda Burchard and Lynn Shanafelt are on workgroup to hire the consultant. The Systems Subcommittee is working on a fact sheet that would update CCCC members on the reorganization process. The next meeting is a tele-conference scheduled for Wednesday, November 18th from 2:30pm to 4:00pm.</p>		<p>Call Robin Boehler at (206) 232-5178 or I think it is suppose to be Mari Offenbecher if you have questions about the decision process.</p>
Licensing Subcommittee	<p>Information was shared about the implementation of Engrossed Substitute House Bill (ESHB) 1144. This allows a WorkFirst parent with a child under one-year, to volunteer in a licensed child care facility if the facility accepts the parent as a volunteer and accepts the child without compensation. Neither the parent nor the child will count in determining the licensed capacity or staff-child ratio.</p> <p>Letters have been sent to centers with regards to the new Criminal History/Background process. The Background Criminal Check process was a big concern at the last meeting due to the length of time it takes to process. It was reported that some centers have had employees working for four months only to hear that the employee needed to be dismissed immediately. The concern is that centers are doing everything they are supposed to do regarding background checks but the Background Check Unit is not meeting any deadlines. Members of the committee are writing a letter to Dennis Braddock regarding their concerns about the safety of children. Family Child Care providers may be signing the letter too.</p> <p>Also shared at the meeting was new information on the Child and Adult Food Program (CACFP). New changes have been proposed for the food program. Every family home provider must include his or her birth date. There is a national database list of providers who have been terminated for cause. Each person must be checked against this list. Each sponsor must designate a fulltime FTE to monitor the food program. These are interim rules that have force of law; no training until January will be provided. There is reported to be an extraordinary amount of fraud and these measures were Federally dictated to help prevent fraud. Some food programs have already begun implementing these new changes. OSPI now has the contracted CCDF dollars for CACFP that DSHS had.</p> <p>A new publication titled, Safe Food For Children, is available to family child care providers, licensors, regional managers, etc. WSU department of Food Safety, and Jandet Anderberg, Department of Health wrote this, and every new provider will get one. Menu Magic for Children is another new publication. It is a Child and Adult</p>		

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	<p>Food Program (CACFP) menu planner in which you will find information on how to meet children's nutritional needs.</p> <p>DCCEL is developing a training plan for the Division listing skills and competencies for licensors and other employees of DCCCL. The idea is to develop an individualized plan, a regional plan, and a state plan.</p> <p>A statewide centralized intake unit for child or adult protective services is already in place for after-hours (weekends and evenings). The other 8 to 5 intake will be included in this within the next month or so. We hope that this will increase consistency. The number is 1-866-ENDHARM.</p> <p>The committee expressed that there have been good comments about licensors.</p> <p>Next meeting is scheduled for Tuesday, September 17th, from 9:30am to noon in the Lacy Government Center.</p>		<p>If anyone would like to review these competencies they can email Marjorie Johnson at the following email address: johnsma2@dshs.wa.gov.</p>
Health & Safety Subcommittee	<p>Health & Safety Subcommittee will have a joint meeting with the Inclusive Child Care Subcommittee on September 13, 2002.</p> <p>The committee has been working on reviewing the draft Child Care Center WACs. Issues that have been discussed include the following:</p> <ul style="list-style-type: none"> • Reptiles in child care and the risks of salmonella. • Nutritional needs of children and developmental ages. <p>Comprehensive Health Education Foundation (C.H.E.F.) is sponsoring <i>Culture Matters</i>, a pre-conference training for the Education of Young Children (WAEYC) Conference in Yakima, on October 16, 2002. The day-long session is designed to help child care providers and early childhood educators understand and respond to the important role culture plays in supporting the social and emotional health of children. <i>Culture Matters</i> will feature Dr. Alvin Poussaint, noted psychiatrist, professor, educator and writer. Attendees will also hear from professionals actively engaged in bringing children's culture into the childcare atmosphere.</p> <p>Conference brochures were provided to members.</p>		
Partnership Subcommittee	<p>The Partnership Subcommittee met in August for review and comment on the Draft Center WACs with employer supported child care centers. The committee will meet again in October.</p> <p>This week DSHS and CTED will send out a press release announcing the Facility Planning Manual. The manual will be titled <u>Making a Place for Children/Child Care Facility Planning Manual for Washington State</u>. This is a companion piece to</p>		

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	the WACs and is written under contract with Environmental Works in Seattle.		
Subsidy Subcommittee	Subsidy Subcommittee did not meet last month. Then meet next on Thursday, October 12 th between 1:00 and 3:00 at Lacey Government Center.		
Tribal Workgroup	Marcy Maki reported that the Tribal Workgroup met last month. She also reported that the Snoqualamie Tribe is a newly federally recognized tribe. Tribes can certify child care centers and family home providers located on reservation land.		
ECEAP/OCD	The 2003-2005 Budget has been submitted. ECEAP has support and will operate. A way was found to utilize dollars spent on ECEAP toward the maintenance of effort (MOE) for the CCDF plan to enable the state to draw down additional matching dollars.		
Annual Report	An update was given on the Annual Report. Gretchen and Nancy Ashley are collaboratively writing the report. Gretchen provided a hard copy of the first draft to the committee. The draft is written from the outline approved last month. It is focused on linking ECE/OOST to K-12 learning. The draft represents the direction Nancy and Gretchen are heading with the final report.		Comments and ideas on the overall approach of the plan can be emailed to Gretchen at the following email address: GretchenStarBreunig@msn.com .
Discussion: Family Home/Center Child Care Focus	Discussion was held on the need for more representation of Family Home providers and Center providers as decisions are made impact their business. The suggestion was made that more providers should be on Systems Subcommittee and all subcommittees. It was felt that this brings checks and balances to the system. The Systems Subcommittee meets face-to-face every other month.		Members can email System Subcommittee members with ideas.
Federal Update	Senate Health, Education and Pension Committee has passed S.B 2758 on a party line note. Next a pre-conference for CCDF reauthorization will probably happen with about 10 people. When pre-confererees are know further information will be available. Suggestion was made to look at how to create additional links to OSPI and Early Childhood. Many funds are going to the Dept. of Education and not through DHHS.	Decision was made to look further into how to talk the educator's language so the committee can be more effective in talking to public schools and OSPI, and ESDs. Establish links to: <ul style="list-style-type: none"> • Association meetings of School Principals • Education Service Districts (ESDs) • Local Principals 	Liz will obtain and provide a copy from Robin Zukoski of MGA grant on moving public will. Will need to add to agenda for next month. Members can contact Agda or Liz at the following email addresses with additional ideas: Agda@waeyc.org Eggeeh@dshs.wa.gov

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Next Meeting	<p>The next meeting is a Steering Committee meeting and is scheduled for October 14th in the DCFS-Kent/Tahoma Room.</p> <p>The Annual Meeting is scheduled for November 18th.</p>		